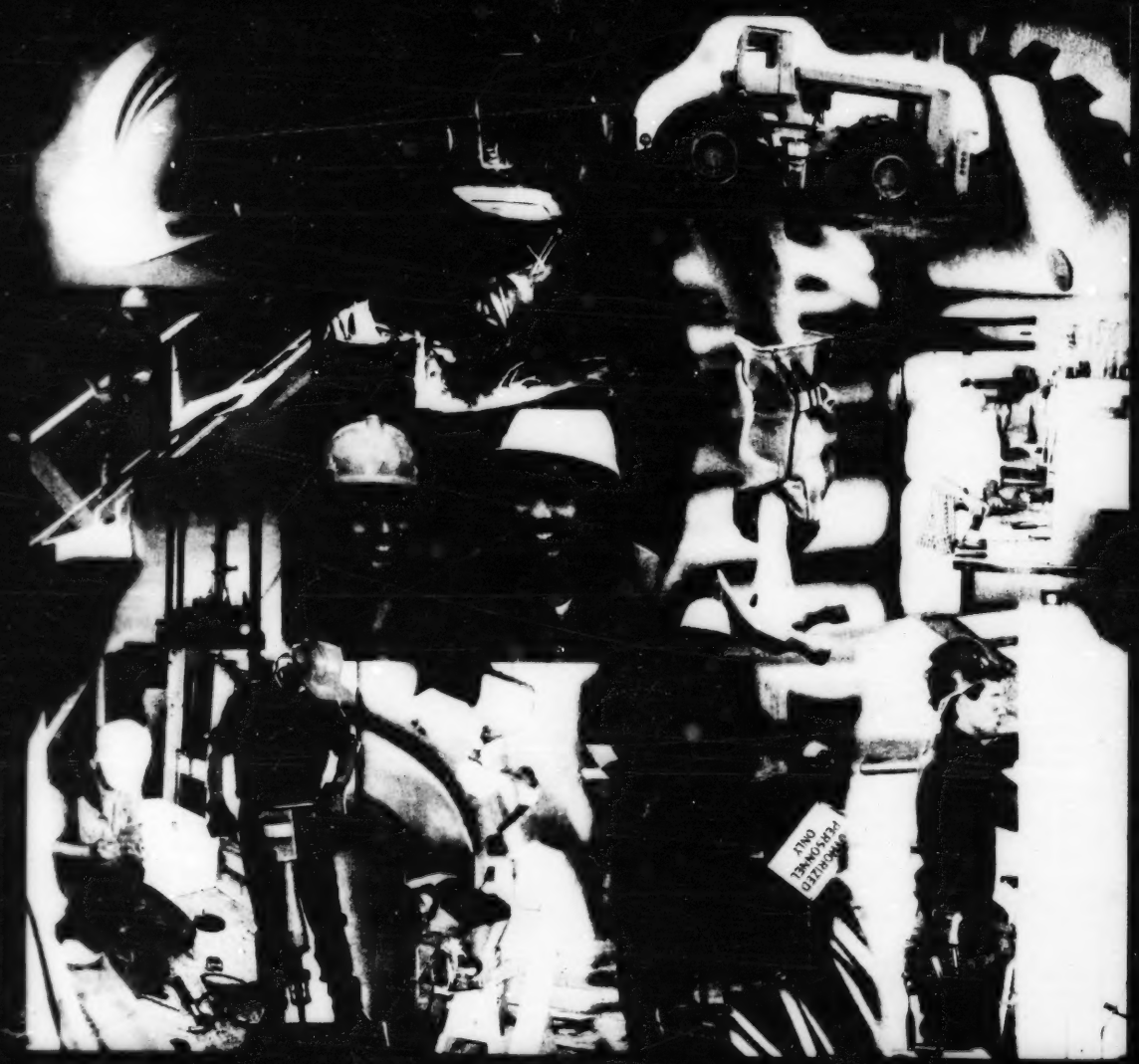
April 1, 2000 - March 31, 2001

# Annual Report

## Apprenticeship Training Division



NOVA SCOTIA

Department of Education

Apprenticeship Training Division

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The 2000 – 2001 Annual Report is available on the Apprenticeship Training Division website at: **http://www.gov.ns.ca/educ/apprenticeship**

## Introduction

### Message from the Director

The Apprenticeship Training Division of the Department of Education accepts responsibility for the development of training and examination standards, the alignment of technical training to those standards, and the delivery of technical training. The technical training, depending on the particular trade, amounts to between 18 and 30 weeks over the term of apprenticeship, which is typically three to four years. The apprentice is engaged by industry for the remainder of the term of apprenticeship (135 to 180 weeks). The time portion with industry amounts to 85 to 90% of the term of apprenticeship.

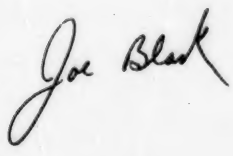
Since 1997, the Apprenticeship Training Division has embarked on a plan to review and revise all training and examination standards. This effort required a significant change in training delivery materials. The technical training has become more flexible, current and relevant to the needs of Nova Scotians. The Division will continue its development efforts and has implemented a three-year review process where Nova Scotia businesses will be invited to review and make recommendations for revisions to the training standards.

The Apprenticeship Program can become stronger only through the involvement and commitment of business and industry. Their role in the Apprenticeship Program is well defined. Apprenticeship is an industry driven Program in that the standards for training; the standards for certification; and, the relevant work experiences for apprentices to acquire the practical skills and knowledge of the trade/occupation are defined and provided by industry. The Apprenticeship Program works well when all of the partners contribute equally to the development, maintenance, and improvement of the Program.

The Apprenticeship Training Division actively seeks opportunities to develop and maintain partnerships with Nova Scotia business and organizations. The road is not always smooth, but patience and improved communications among all parties contribute to an enduring, improved Apprenticeship Program.

### 2000 – 2001 In Summary

During the fiscal year 2000 - 2001, the number of apprentices in the Apprenticeship Program increased for the fourth year in succession. Also, the number of Trade Qualifiers who applied for certification through Section 19 of the General Regulations under the *Apprenticeship and Trades Qualifications Act* remained at a high level. Seven hundred and eighty five (785) Certificates of Qualification were issued to qualified journeypersons, of which six hundred and fourteen (614) received the Red Seal endorsement, recognized across Canada as the qualification to work in the trades. In all, it was a very active and rewarding year for those involved in the Apprenticeship Program.



Director
Apprenticeship and Trades Qualifications

## Apprenticeship Explained

Apprenticeship is a method of learning in which practising experts (journeypersons) pass on knowledge and skills to learners (apprentices) in a workplace setting. It is an effective form of training that is widely supported and used around the world to address the needs of employers in dozens of industries. Apprenticeship is predominantly based in the workplace, with more than 85 percent of training taking place on the job. As a means of preparing people for a wide variety of occupations, the apprenticeship system has clear advantages over exclusively classroom-based skills training. For example, because apprentices are employed as workers, their training helps them develop the skills actually required in existing or emerging jobs in real workplaces. Apprenticeship training thus helps people acquire relevant skills that will help them find – and keep – secure, well-paying jobs.

The training standards in apprenticeship programs are recommended by employer and employee representatives of industry, and form the basis of the certification process upon successful completion of an apprenticeship. Apprenticeship graduates are highly employable and mobile in the labour market because employers know exactly what skills a certified worker has to offer.
Apprenticeship is a key element in Nova Scotia's training system. By helping build a skilled labour force, apprenticeship enables the province to attract the investment it needs for economic growth and job creation. The continuing availability of high-quality training is an essential part of a strategy to make Nova Scotia an attractive place for businesses to invest in, and to enable Nova Scotia's businesses to be competitive in domestic and world markets. From a public perspective, apprenticeship training is highly cost-effective. Employers, while covering most of the costs of training, have productive employees in the workplace instead of away at school for long periods of time – workers earning wages while they learn.

Apprenticeship training starts with a contract signed by three parties: the individual employer, the apprentice, and the province. The contract sets out the employer's agreement to provide on-the-job training to a standard recommended by industry representatives, and the apprentice's agreement to work for the employer, receive on the job training, and attend technical training when notified to do so. The signature on behalf of the Nova Scotia government verifies the employer is able to provide quality training and the apprentice's working conditions meet requirements set out in the regulations.

The technical component of training comprises approximately 15 per cent of total apprenticeship training, and is purchased by the province. Apprenticeship technical training is available in approximately 25 trades. About 95 per cent of technical training takes place at Nova Scotia Community College and the University College of Cape Breton. Technical training is also available over the Internet through the Virtual Campus of the Nova Scotia Community College. In 2000 - 2001, approximately 1700 apprentices participated in technical training.

**Training Standards**

The apprenticeship system is based on province-wide training standards. Standards provide the mechanism to match the training to the needs of industry. They take the form of detailed training outcomes – or "competencies" – and form the basis for technical training curricula and skill-based examinations leading to the certification of skilled journeypersons. They are also used to assess prior learning and experience for clients who are able to document employment experience equivalent to the apprenticeship program. Province-wide standards ensure employers that journeypersons and apprentices are able to perform work in their trades to standards that are clear, measurable, and comprehensive. The economy as a whole benefits because skilled tradespersons have the mobility to respond to shifting labour market demands.

Standards for apprentices extend beyond Nova Scotia's borders through the Red Seal Program. Provinces have agreed to expand the Red Seal Program and other initiatives to further the mobility of skilled workers.

**Administration and Client Services**

The province supports the administration of the apprenticeship program through a network of four offices across the province. At present, Nova Scotia apprenticeship field staff have an average caseload of 450 apprentices each. Their time and energy are consumed by such tasks as contract registration, school scheduling, apprentice follow-ups, and dispute resolution. They have little time for much-needed program-enhancement or program-development activities. The network provides a variety of client services. These include:

- **employer-centred services**, e.g., assessing employer training needs, recommending appropriate training programs, developing training plans, and helping to implement training programs;
- **administrative services,** e.g., registering apprentice contracts, delivering examinations, scheduling and following up on the technical component of programs, providing assessment of qualifications, and processing renewal applications for journeypersons who hold certificates of qualification;
- **program-enhancement services,** e.g., promoting and marketing apprenticeship programs, monitoring on-the-job training, and acting as a third-party advocate for clients, including providing individual counselling.

Through the Act, the Minister of Education delegates authority for administration of the system to the Director of Apprenticeship. As the Minister's delegate, the Director has the authority to sign and issue certificates of qualification and certificates of apprenticeship, and approve training programs and delivery agents.

Funding

The Nova Scotia government funds the overall management of the Apprenticeship Program which includes the combined cost of administering the system and developing training standards (about $1.7 million annually). The province also funds the purchase of technical training (approximately $2 million in 2001 - 2002) and collects about $80,000.00 in certificate renewal fees.

## Apprenticeship Training Division

### Vision, Mission and Mandate

The Apprenticeship Training Division, through a strategic planning process in the Fall of 2000, developed a four-year Business Plan. During the planning process, the Division articulated a vision and a mission for the Apprenticeship Program. The mandate of the Division was refined to reflect current realities. These revisions are reflected below. The Apprenticeship Training Division's goals, guiding principles, and strategies support a client centered approach to training and certification, and are designed to create a training program that is accessible, current, flexible, relevant and valued by Nova Scotians.

**Vision** - a dynamic training and certification system that enhances Nova Scotia's economic development opportunities through Apprenticeship training and certification opportunities.

**Mission** - to provide quality, accessible Apprenticeship training that contributes to the development of a skilled workforce and meets the needs of Nova Scotia businesses.

**Mandate** - manage the Nova Scotia Apprenticeship Program and provide leadership in standards development to ensure that standards for both technical and skills training are of the highest quality, and are current and relevant to the needs of Nova Scotia employers and trades people.

### Statutory Authority

The Statutory Authority for the Nova Scotia Apprenticeship Program is the *Apprenticeship and Trades Qualifications Act*, 1989. The Act can be found on the World Wide Web.

**http://www.gov.ns.ca/legi/legc/statutes/apprenti.htm**

### Division Description

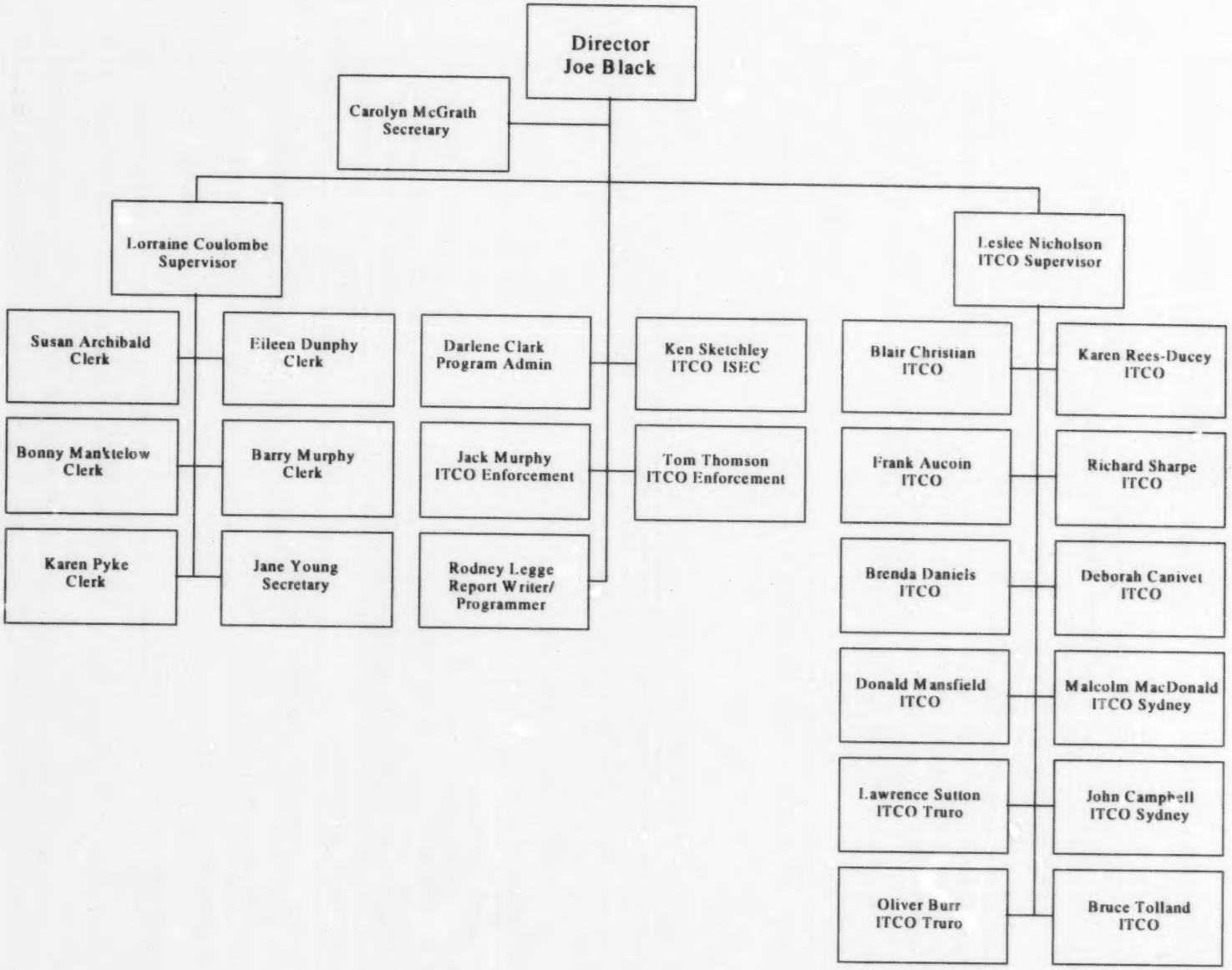
The Apprenticeship Training Division is responsible for administering the *Apprenticeship and Trades Qualifications Act* and attendant regulations and promoting compliance with the Act through educational awareness. The Division develops and administers standards of training and assessment, including examinations that assess the quality of work site and technical training programs leading to certification in designated trades.

## Financial Highlights

The table below provides financial information in summary form for the 2000 – 2001 fiscal year.

| Fiscal Year 2000/2001 | |
|---|---|
| **Expenditures** | **Dollars** |
| Salaries | $1,374,300.00 |
| Operating | $ 606,000.00 |
| Training Costs | $1,876,300.00 |
| Recoveries (Examination and Renewal Fees) | $(80,000.00) |
| Total | $3,776,300.00 |

| OVERVIEW OF APPRENTICESHIP ACTIVITIES 2000/2001 | |
|---|---|
| **Description** | **Total** |
| Active Apprentices | 4070 |
| Active Employers | 3005 |
| New Registrations | 1216 |
| Cancellation of Apprenticeship Agreement | 438 |
| Certificates of Qualification Issued | 787 |
| Certificate Renewals | 1434 |
| Clients Scheduled for Technical Training | 1684 |
| Completions (Graduates) of the Program | 403 |
| Examinations Written | 1736 |
| Interprovincial Red Seals Issued | 614 |
| Reinstatement of Apprenticeship Agreement | 18 |
| Section 19 Applications Received | 530 |
| Section 19 Applications Processed | 477 |


Director
Joe Black
Carolyn McGrath
Secretary
Lorraine Coulombe
Supervisor
Leslee Nicholson
ITCO Supervisor
Susan Archibald
Clerk
Eileen Dunphy
Clerk
Darlene Clark
Program Admin
Ken Sketchley
ITCO ISEC
Blair Christian
ITCO
Karen Rees-Ducey
ITCO
Bonny Manktelow
Clerk
Barry Murphy
Clerk
Jack Murphy
ITCO Enforcement
Tom Thomson
ITCO Enforcement
Frank Aucoin
ITCO
Richard Sharpe
ITCO
Karen Pyke
Clerk
Jane Young
Secretary
Rodney Legge
Report Writer/
Programmer
Brenda Daniels
ITCO
Deborah Canivet
ITCO
Donald Mansfield
ITCO
Malcolm MacDonald
ITCO Sydney
Lawrence Sutton
ITCO Truro
John Campbell
ITCO Sydney
Oliver Burr
ITCO Truro
Bruce Tolland
ITCO

## Major Activities/Responsibilities of the Division

- Administers 53 designated trades.
- Registers in excess of 1200 apprentices per year.
- Maintains records for approximately 4000 active apprentices.
- Maintains contact with 4000 active apprentices and approximately 3000 employers for the purposes of developing training plans and monitoring progress through the Provincial Apprenticeship Program.
- Maintains records of approximately 1500 Trade Qualifiers.
- Facilitates certification process for long time trades practitioners.
- Maintains the Apprenticeship Certification and Information System (ACIS) for tracking of apprentices and journeypersons.
- Participates in the continued development and maintenance of the Apprenticeship Certification and Information System (ACIS). This initiative is a partnership between the Provinces of Nova Scotia, New Brunswick, and Manitoba.
- Participates in the development of an Interprovincial Computerized Examination Management System (ICEMS) which is a database for Interprovincial examinations and statistics. This initiative is a partnership with all provinces/territories in Canada and the Government of Canada, and will be implemented in December 2001.
- Provides awareness and information sessions for faculty and students at the Nova Scotia Community College, University College of Cape Breton, and private career colleges.
- Involved in initiatives at the Atlantic Provinces level, including provision for mobility of apprentices and holders of certification, and development of common standards, curriculum, and progress record books.
- Reformats apprenticeship training for Internet delivery. To take advantage of the most current communications technologies, a "Virtual Campus" has been established to provide apprentices access to technical training through the Internet. Currently twelve (12) programs are being delivered and several others are in development.
- Curriculum development and renewal continues in 30 apprenticeship programs. The Apprenticeship Training Division, the Nova Scotia Community College, the University College of Cape Breton, the Virtual Campus, and a joint initiative with the four Atlantic Provinces, makes curriculum renewal possible.
- Develops and maintains approximately 113 apprenticeship progress and certification examinations.
- Provides workshops in examination item development to training providers.
- Participates in the Interprovincial Standards Red Seal Program. This is an industry-driven certification standards program recognized by all provinces and territories in Canada. It is administered by the Canadian Council of Directors of Apprenticeship.
- Develops and implements an accreditation process and procedures.

## Statistical Data

### New Registrations

**NOTE:** All data presented is for the 2000/2001 reporting year unless otherwise stated.

In 2000 – 2001, 1216 new apprentices were registered of which 1172 were male and 44 were female.

Registrations in the Automotive Service Technician and Construction Electrician occupations accounted for 28.5% of all new registrations.

| New Registrations 2000-2001 | | |
|---|---|---|
| **TRADE** | **ACTUAL** | **PERCENTAGE** |
| Automotive Service Technician | 174 | 14.3% |
| Automotive Service Technician (Service Station Mechanic) | 21 | 1.7% |
| Carpenter | 78 | 6.4% |
| Construction Electrician | 173 | 14.2% |
| Cook | 76 | 6.3% |
| Gas Fitter | 18 | 1.5% |
| Heavy Duty Equipment Mechanic | 21 | 1.7% |
| Industrial Electrician | 40 | 3.3% |
| Industrial Mechanic (Millwright) | 128 | 10.5% |
| Machinist | 33 | 2.7% |
| Motor Vehicle Body Repairer (Metal and Paint) | 22 | 1.8% |
| Oil Burner Mechanic | 29 | 2.4% |
| Plumber | 71 | 5.8% |
| Powerline Technician | 23 | 1.9% |
| Refrigeration and Air Conditioning Mechanic | 18 | 1.5% |
| Sheet Metal Worker | 29 | 2.4% |
| Steamfitter/Pipefitter | 31 | 2.5% |
| Truck and Transport Mechanic | 75 | 6.2% |
| Welder | 57 | 4.7% |
| All Other Trades | 117 | 8.1% |
| Total | 1216 | 100% |

## Education / Training History

The Apprenticeship Training Division concluded an analysis of the education/training history of the 1216 apprentices who registered to the Apprenticeship Program in the period April 1, 2000 to March 21, 2001. The table below provides a synopsis of the registrants to the Apprenticeship Program who engaged in related post-secondary and vocational training.

| Education/Training History for New Apprentices Registered from April 1, 2000 - March 31, 2001 | | |
|---|---|---|
| **Nova Scotia Community College** | | |
| **Campus Not Specified** | **38** | |
| Akerley Campus | **130** | |
| Annapolis Campus | **11** | |
| Burridge Campus | **24** | |
| Cumberland Campus | **3** | |
| Halifax Campus | **15** | |
| Hants Campus | **4** | |
| Institute of Technology Campus | **103** | |
| Kingstec Campus | **80** | |
| Lunenburg Campus | **35** | |
| Marconi Campus | **54** | |
| Nautical Institute | **1** | |
| Pictou Campus | **34** | |
| Shelburne Campus | **8** | |
| Strait Area Campus | **56** | |
| Sydney Campus | **7** | |
| Truro Campus | **2** | |
| **Sub-total NSCC** | **605** | **605** |
| Memorial Composite High School | **1** | |
| Nova Scotia Agricultural College | **1** | |
| Private Career Colleges | **3** | |
| UCCB - Sydney | **66** | |

| Education/Training History for New Apprentices Registered from April 1, 2000 - March 31, 2001 | | |
|---|---|---|
| Universities | 23 | |
| Vocational Schools - not specified | 48 | |
| **Sub-total from Nova Scotia Training Facilities** | 142 | 142 |
| Community College - Alberta - All Campuses | 1 | |
| Community College - British Columbia - All Campuses | 14 | |
| Community College - Newfoundland - All Campuses | 10 | |
| Community College - New Brunswick - All Campuses | 6 | |
| Community College - Ontario - All Campuses | 3 | |
| Holland College/Culinary Institute | 4 | |
| **Sub-Total from Out-of-Province Training Facilities** | 38 | 38 |
| **Grand Total of Graduates from post-secondary programs** | | 785 |
| **Number of New Registrations April 1, 2000 - March 31, 2001** | | 1216 |
| **Percentage of new registrations from post-secondary programs** | | 64.6% |

## Cancellations

438 apprentices were cancelled from the Apprenticeship Program for various reasons.

| REASON FOR CANCELLATION | NUMBER | PERCENTAGE |
|---|---|---|
| Excessive Time in Trade | 137 | 31.3% |
| Not Trade Employed | 72 | 16.4% |
| Unable to Locate | 58 | 13.2% |
| At own request | 38 | 8.7% |
| Insufficient Theory Progress | 35 | 8.0% |
| Employer Termination of Agreement | 25 | 5.7% |
| Transfer of Apprenticeship | 23 | 5.3% |
| Left the Province | 22 | 5.0% |
| Other | 28 | 6.4% |
| **Total** | **438** | **100%** |

## Reinstatements

18 apprentices were reactivated to the Apprenticeship Program.

## Completions (Graduates) of the Program

A total of 403 apprentices graduated from the Apprenticeship Program, of which 385 were male and 18 were female.

| Completions (Graduates) of the Program | |
|---|---|
| **Occupation** | **Graduates** |
| Automotive Service Technician | 79 |
| Boilermaker | 4 |
| Bricklayer | 1 |
| Carpenter | 32 |
| Construction Electrician | 62 |
| Cooking | 37 |
| Gas Fitter | 5 |
| Heavy Duty Equipment Mechanic | 16 |
| Industrial Electrician | 4 |
| Industrial Instrument Mechanic | 1 |
| Industrial Mechanic (Millwright) | 38 |
| Machinist | 16 |
| Motor Vehicle Body Repairer | 5 |
| Oil Burner Mechanic | 20 |
| Plumber | 21 |
| Powerline Technician | 4 |
| Refrigeration & Air Conditioning Mechanic | 1 |
| Sprinkler System Installer | 1 |
| Steamfitter - Pipefitter | 4 |
| Truck and Transport Mechanic | 26 |
| Welder Level "A" | 11 |
| Welder Level "B" | 8 |
| Welder Level "C" | 7 |
| **Total** | 403 |

## Technical Training

1223 apprentices attended technical training at the Nova Scotia Community College and the University College of Cape Breton. In addition, 461 apprentices registered for technical training on the Internet through the Virtual Campus. The additional 156 clients who accessed training in 2000 – 2001 represents a 10.2% increase.

| Technical Training | | | | | |
|---|---|---|---|---|---|
| **Facility** | **1997-1998** | **1998-1999** | **1999-2000** | **2000-2001** | **Change from Previous Year** |
| UCCB | 169 | 214 | 268 | 311 | + 43 |
| NSCC | 1051 | 990 | 955 | 912 | - 43 |
| Virtual Campus (NSCC) | 0 | 179 | 305 | 461 | + 156 |
| **TOTAL** | 1220 | 1383 | 1528 | 1684 | + 156 |

## Active Apprentices at Year End

On March 31, 2001, 4070 apprentices actively participated in the Apprenticeship Program. Of these, 198 were female and 3872 were male. This represents an increase of 264 active apprentices or 7% over 1999 – 2000 figures.

| Active Apprentices at Year End | | | | | |
|---|---|---|---|---|---|
| **Year** | **1997-1998** | **1998-1999** | **1999-2000** | **2000-2001** | **Change from Previous Year** |
| Male | 3253 | 3371 | 3594 | 3872 | + 278 |
| Female | 164 | 197 | 212 | 198 | - 14 |
| Total | 3417 | 3568 | 3806 | 4070 | + 264 |

## Section 19 (Trade Qualifiers) Applications

Section 19 of the General Regulations under *the Apprenticeship and Trades Qualifications Act* provides the opportunity for long time trades practitioners to receive certification if they meet defined criteria:

- employed in the trade for the period set out in the Trade Regulations;
- recommended for a Certificate of Qualification by two persons who are competent in the trade and who have vouched for the candidate's skills and experience;
- competent in the skills of the trade, as determined by the Director;
- write and pass the certification examination.

During the fiscal year 2000 – 2001, 530 Trade Qualifiers applied under Section 19 of the General Regulations for eligibility to write the interprovincial certification examination. Review Committees assessed 477 files (24 from previous year); 422 were approved, 55 were denied, and 77 applications are pending. It is estimated that each application requires 4 person days to process.

**Section 19 Applications**

| Applications | 1997/1998 | 1998/1999 | 1999/2000 | 2000/2001 | Change from Previous Year |
|---|---|---|---|---|---|
| Reviewed | 127 | 502 | 341 | 477 | + 136 |
| Approved | 98 | 412 | 297 | 422 | + 125 |
| Denied | 29 | 90 | 44 | 55 | + 11 |

## Trade Qualifiers

A total of 333 Trade Qualifiers received certification under Section 19 of the General Regulations.

| Trade Qualifiers | |
|---|---|
| **Occupation** | **Trade Qualifiers** |
| Appliance Service Technician | 1 |
| Automotive Service Technician | 11 |
| Automotive Service Technician (Service Station Mech) | 1 |
| Baker | 1 |
| Bricklayer | 2 |
| Cabinet Maker | 1 |
| Carpenter | 12 |
| Construction Electrician | 4 |
| Cooking | 6 |
| Electrical Rewind Mechanic | 1 |
| Floorcovering Installer | 1 |
| Gas Fitter Tech I | 1 |
| Gas Fitter Tech II | 35 |
| Gas Fitter Tech III | 89 |
| Heavy Duty Equipment Mechanic | 6 |
| Industrial Electrician | 2 |
| Industrial Instrument Mechanic | 6 |
| Industrial Mechanic (Millwright) | 12 |
| Insulator (Heat and Frost) | 1 |
| Machinist | 2 |
| Mobile Crane Operator | 9 |
| Motor Vehicle Body Repairer | 4 |
| Motorcycle Medhanic | 4 |
| Oil Burner Mechanic | 2 |
| Painter and Decorator | 32 |
| Plumber | 1 |
| Sheet Metal Worker | 1 |
| Steamfitter - Pipefitter | 48 |
| Truck and Transport Mechanic | 31 |
| Truck-Trailer Repairer | 1 |
| Welder Level "A" | 1 |
| Welder Level "B" | 3 |
| Welder Level "C" | 1 |
| **Total** | **333** |

Examinations Written

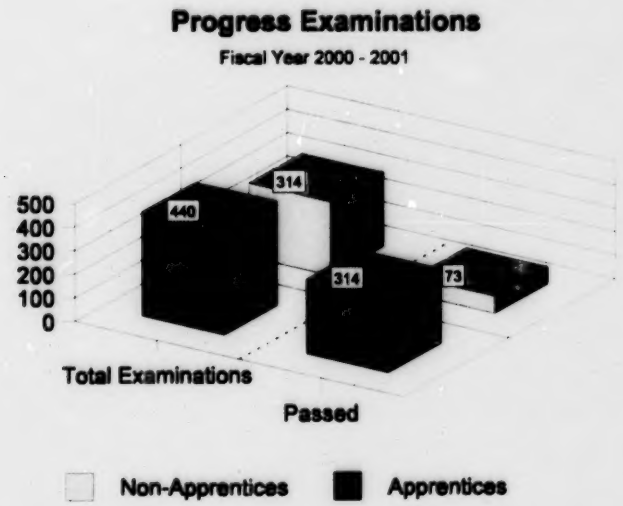
## Total Examinations

During 2000/2001, a total of 1736 clients wrote various apprenticeship progress and certification examinations. Of that total, 660 clients wrote progress examinations, 1076 apprentices and trade qualifiers wrote certification examinations, and 132 practical examinations were administered in the Gas Fitter occupation, 2 in the Bricklayer trade and 1 in the Heavy Duty Equipment Mechanic trade.

| Examinations Written | | | | | |
|---|---|---|---|---|---|
| **Examinations** | **1997/1998** | **1998/1999** | **1999/2000** | **2000/2001** | **Change from Previous Year** |
| **Progress Examinations** | 865 | 974 | 1009 | 660 | - 349 |
| **Certification Examinations** | 729 | 1046 | 929 | 1076 | + 147 |
| **Practical Examinations** | -- | -- | 37 | 135 | + 98 |
| **Total** | 1594 | 2020 | 1975 | 1870 | - 105 |

## Progress Examinations

A total of 660 progress examinations were written during 2000 – 2001. Apprentices wrote 440 examinations with a pass rate of 71.4% (314 passed). Non-apprentices, including pre-employment and placement candidates (challenge examinations to determine placement of candidate in the Apprenticeship Program), wrote 220 examinations with a pass rate of 33.2% (73 passed).



## Certification Examinations

A total of 1076 clients wrote certification examinations during 2000 – 2001. Completed apprentices wrote 525 examinations with a pass rate of 72% (379 passed). Trade Qualifiers wrote 551 examinations with a pass rate of 63% (346 passed). The success rate for Trade Qualifiers increased proportionately to the amount of skills upgrade training they received

## Certificates of Qualification Issued

Certificates of Qualification are issued to apprentices who have successfully completed an apprenticeship program and to Trade Qualifiers who have met all the requirements of a trade and have passed the certification examinations.

In 2000 – 2001, 787 Certificates of Qualification (CQs) were issued, representing an increase of 125 from 1999 – 2000. Of these, 408 (52%) were issued to completed apprentices, and 333 (42%) were issued to Trade Qualifiers. The remaining 44 certificates were issued to Certificate of Qualification holders from other jurisdictions who qualified for Nova Scotia certification.

| Certificates of Qualification Issued | | | | | |
|---|---|---|---|---|---|
| **Certificates Issued** | **Fiscal Year 1997/1998** | **Fiscal Year 1998/1999** | **Fiscal Year 1999/2000** | **Fiscal Year 2000/2001** | **Change from Previous Year** |
| Completed Apprentices | 292 | 319 | 288 | 408 | + 120 |
| Trade Qualifiers | 189 | 308 | 313 | 333 | + 20 |
| Certificate Holders from Other Jurisdictions | N/A | 89 | 59 | 44 | - 15 |
| Total | 481 | 716 | 660 | 787 | + 127 |

**Since 1937, a total of approximately 52,000 Certificates of Qualification have been issued in the Province of Nova Scotia.**

## Interprovincial Red Seals Issued

The Interprovincial Standards Red Seal Program was established to provide greater worker mobility across Canada. It allows qualified tradespersons to practice their trades in any province or territory of Canada where the trade is designated without having to write further examinations. A total of 614 Interprovincial Red Seals were issued to qualifying candidates during the calendar year 2000. Of this number, completed apprentices received 404 Red Seals and trade qualifiers received 210. This represents an increase of .08% over the previous year's figure (571).

| Interprovincial Red Seals Issued | | | | | |
|---|---|---|---|---|---|
| **Red Seals Issued *** | **Calendar Year 1997** | **Calendar Year 1998** | **Calendar Year 1999** | **Calendar Year 2000** | **Change from Previous Year** |
| Completed Apprentices | 254 | 272 | 352 | 404 | + 52 |
| Trade Qualifiers | 122 | 219 | 219 | 210 | + 09 |
| Total | 376 | 491 | 571 | 614 | + 43 |

* **Red Seal Statistics as reported by Statistics Canada are based on the calendar year, January to December. This accounts for variances between this table and the previous table.**

## Partnerships and Stakeholders

**The Apprenticeship Training Division actively pursues partnerships that lead to improvements in the Apprenticeship Program, provide enhanced benefits to the Nova Scotia economy, and engage more Nova Scotians in employment opportunities.**

### Atlantic Apprenticeship Council (AAC)

The Atlantic Apprenticeship Council consists of the Directors of Apprenticeship and Apprenticeship Board Chairs in the Atlantic Provinces. The Council meets quarterly to examine opportunities for cooperation and to develop strategies and work plans to use existing resources to achieve common goals. These efforts have resulted in the identification of common training standards that allow for consistent training practices that provide mobility opportunities for apprentices and journeypersons. This cooperative arrangement reduces development costs for each province and optimizes the use of available resources.

### Canadian Council of Directors of Apprenticeship (CCDA)

The CCDA is vested with its authority by the Forum of Labour Market Ministers with responsibilities for Labour Market matters. It is responsible for the administration of the Interprovincial Red Seal Program. The mandate of the CCDA is to encourage the standardization of provincial/territorial training and certification programs and to provide greater mobility across Canada for skilled workers. Nova Scotia fully participates in the CCDA and the representative from Nova Scotia chairs the Products Committee, one of the CCDA's three standing committees. This Committee is responsible for administering the process for the development of occupational analyses, training standards, interprovincial examinations and translation. It is also responsible for the activities of the Interprovincial Standards Examination Committee (ISEC) and provides the liaison mechanism between the CCDA and ISEC.

### Interprovincial Standards Examination Committee (ISEC)

Nova Scotia is an active member of the Interprovincial Standards Examination Committee (ISEC). This working group is responsible for development, validation and revision of National Occupational Analysis (NOA's), training standards, interprovincial examinations and examination item banks under the guidance and direction of the Canadian Council of Directors of Apprenticeship (CCDA) Products Committee.

The Apprenticeship Training Division made a commitment to host two Interprovincial Examinations, Construction Electrician and Refrigeration and Air Conditioning Mechanic.

Various validation sessions comprised of industry representatives were held in the following areas:

1. National Occupational Analyses (NOA's)
   Bricklayer, Cabinet Maker, Farm Equipment Mechanic, Industrial Instrument Mechanic, Insulator (Heat & Frost), Painter and Decorator, Recreation Vehicle Mechanic

2. Interprovincial Examinations
   Automotive Painter, Boilermaker, Bricklayer, Cook, Heavy Duty Equipment Mechanic, Oil Burner Mechanic, Powerline Technician, Welder

3. Table of Specifications (TOS) Examination Plan
   Cabinet Maker, Farm Equipment Mechanic, Painter and Decorator, Recreation Vehicle Mechanic, Truck and Transport Mechanic

4. National Common Core Curriculum Standard and Record Log Book
   Carpenter

   **The commitment to interprovincial standards requires the allocation of resources from the Apprenticeship Training Division and the reliance on Nova Scotia industry to voluntarily assist in the various validation exercises.**

## Joint Registration Agreements

In 2000 – 2001, the Apprenticeship Training Division continued its initiatives with industry organizations to develop better mechanisms leading to improved training and employment opportunities. It is a goal of the Apprenticeship Training Division to involve more employers and organizations in the Nova Scotia Apprenticeship Program. One way of facilitating involvement is to engage organizations in Joint Registration Agreements, in which the organization enters into an agreement with the Department of Education to register apprentices to the organization.

## Pictou Landing First Nations Women's Carpenter Program

The Pictou Landing Native Women Carpentry Program began in the Summer of 1997. The goal of the Program is to have Native Women participate in technical training and productive on the job work experience, leading to certification as Journeyperson Carpenters. The participants in the program have overcome many hurdles, not the least of which is for women to be working in a trade that is traditionally practised by men.

The hands-on approach of the instructor, combined with the determination of the participants, guarantee the success of the Pictou Landing Women Carpentry Program. To date, these five women and their instructor have built a duplex, 5 single family dwellings, several baby barns and garages, and have completed many renovation projects in the community. This project provides a meaningful learning experience for those involved and also for the community.

Safe working procedures, cost effectiveness and waste control are of primary importance to the group. In the past year, all apprentices participated in safety training along with certification in the use of power actuated tools. Funding for a 60-hour math upgrade program and an Instructor to begin September, 2001, have been provided by the Workplace Education section of the Department of Education.

**The Apprenticeship Training Division provides ongoing support and counselling to the apprentices and Project Coordinator.**

## Provincial Apprenticeship Board

The Provincial Apprenticeship Board (PAB) is responsible for providing advice to the Minister of Education on matters concerning apprenticeship and is considered to be a fundamental link between government, business and industry. Specifically, it is responsible for recommending the designation of new trades/occupations in Nova Scotia and plays a key role in promoting and educating the public about apprenticeship.

The past year was one of transition for the Provincial Apprenticeship Board (PAB). With a revised mandate and a clearer picture of the role the Board plays, the Board was able to accomplish much.

The 2000 – 2001 highlights include:

The PAB produced the fifth issue of Apprenticeship News (coordinated by the Marketing and Communications committee) which was distributed in January 2001.

After an extended period of time with low numbers of members, the Board reached its desired capacity in March 2001. Five members were re-appointed and five new members were appointed.

After going through the formal designation process, the Alarm and Security Technician trade was designated in May. Trade regulations are expected to be completed in late 2001.

For the first time since elimination of all Trade Advisory Committees, the Board facilitated the formation and deliberation of an ad hoc advisory committee to review a request for changes to the Motor Vehicle Body Repairer Trade Regulations.

Other initiatives included:

- The Acts and Governance subcommittee prepared a legislative review plan of the *Apprenticeship and Trades Qualifications Act and General Regulations.*

- The Marketing and Communications subcommittee distributed the "Youth Decision Survey report" province-wide. Distribution will continue in 2001. Distribution of the apprenticeship poster series also continues.

- The coordination of the design and delivery of an "Apprentice Survey" was undertaken by the Linkages and Industry subcommittee. An analysis of the collected information will be completed in July of 2001.

- The Marketing and Communications subcommittee met with the Web site Developer for the Department of Education to begin the process for a comprehensive update of the Board's web site.

- The Linkages and Industry subcommittee continued the process of developing a meeting strategy designed to improve industry participation and Board visibility.

- The Board considered a request for the transfer of Underground Coal Mining and Blaster certifications from the Department of Environment and Labour to the Department of Education.

In addition to the above, the PAB:

- Continued participation at the CCDA, CAF, and AAC meetings.

- Conducted the "Youth Decision Survey" at Holy Angels High School.

- Produced a detailed Annual Report for the fiscal year 1999 – 2000.

- Created trade designation and certification application forms.

- Presented the results of the "Youth Decision Survey" to the Career Education Association of Nova Scotia.

## Joint Interventions with Workplace Education

Industry has sought new and innovative training delivery options. One option has been to provide a full range of essential skills upgrading programs in-house. These programs are tailored to meet employee needs within their work environment. The Apprenticeship Training Division has partnered with Workplace Education to expand training options to include trades training. This allows both Apprenticeship Training and Workplace Education to provide the following services to industry:

- Joint interventions for skilled trades upgrading in the workplace (Devco, MacTara, etc.).
- Conduct individual needs determination interviews and design skills training to meet apprenticeship standards.
- Pre-skills training upgrading (Technical Math, GED, etc.) provided through Workplace Education.
- Apprenticeship skills training approved and monitored by Apprenticeship Training Division.
- Training & progress monitored by both Workplace Education and Apprenticeship Training Division.

The partnership helps identify workplaces that require skills upgrading. The Apprenticeship Training Division assigns a staff member to work with Workplace Education staff to identify the trades training needs of the employer and employees. Both partners then develop customized training programs to meet these needs. Follow-up is done by both to ensure success of the program.

## Career Assessment and Prior Learning Validation

A need was identified to find innovative means to assess potential and established apprenticeship clients to ensure all training needs are met. Assessment will ensure success in their training programs. Barriers must be identified and addressed. A partnership between the Apprenticeship Training Division and Workplace Education facilitates this process by . . .

- Partnering in creating a Prior Learning Assessment and Recognition program and Learning Plan Development process for all candidates considering apprenticeship training.
- Improving essential skills development for apprenticeship clients to ensure successful completion of an apprenticeship program.
- Identifying clients with special needs and assisting in obtaining program supports.
- Working together to fill pre-apprenticeship essential skills gaps (math, communication, science, etc.).
- Having Workplace Education assist in developing assessment and study tools.

A project team was formed to review current processes and tools. The identification of appropriate tools, including those used in other jurisdictions, has been undertaken to add

more flexible assessment instruments. There will be joint development of other assessment tools such as a Needs Assessment Interview form. The use of these tools will be customized to suit individual clients.

The process will be designed for consistent use with all apprenticeship candidates. Professional development will be required for all staff involved in the process. Handbooks for apprentice candidates and employers will also be required to expand current knowledge of the requirements of an Apprenticeship Training Program.

## Initiatives

### Accreditation

The Apprenticeship Training Division has developed an accreditation policy, guidelines and procedures, and a two-phase process to accredit training providers.

Apprenticeship training accreditation is a process by which the Apprenticeship Training Division evaluates and recognizes a training program as meeting pre-determined standards. Accreditation of apprenticeship programs is a form of voluntary compliance and is initiated by the training provider who makes formal application to the Apprenticeship Training Division.

The main purpose of accreditation is to assure apprentices, practitioners, employers, and the general public that a training program and its graduates meet a recognized standard. All training leading to certification in occupations designated under the *Nova Scotia Apprenticeship and Trades Qualifications Act* is eligible for accreditation. Apprentices who successfully complete accredited training programs may receive automatic recognition towards their Apprenticeship Program.

A national system of accreditation exists at the journeyperson level through the Interprovincial Standards Red Seal Program of the Canadian Council of Directors of Apprenticeship and is confirmed by a Red Seal endorsement.

**Accreditation is a step towards fostering uniformity of training, examination and certification.**

### Alternate Delivery of Apprenticeship Training

The mission of the Apprenticeship Training Division is to provide quality, accessible apprenticeship training that meets the needs of Nova Scotia's businesses and contributes to the development of a skilled workforce that supports the Nova Scotia economy. The Apprenticeship Training Division has developed and implemented strategies to ensure training is of the highest quality and is accessible to all Nova Scotians. Beginning in 1998, apprenticeship training was re-purposed in a more portable format to allow for flexibility in its delivery. The Division partnered with training providers to provide alternate methods of technical training. These options include part-time training through extension and customized programs and distance delivery via the Internet through the Virtual Campus.

To date, this has been a very successful approach to the delivery of apprenticeship technical training. Apprentices now have options that were not available in the past. Many apprentices select a blended approach to training in which they access some of their courses through in-class training and some through the Internet. These options are also available to Journeypersons and Trade Qualifiers who want to upgrade and/or enhance their technical knowledge and skills.

## Gas Fitter Training and Certification

The Gas Fitter trade was designated in 1983 in anticipation of natural gas coming to Nova Scotia at that time, however, all activities associated with implementing Gas Fitter training and certification ceased when the gas project ended. Since 1997 the Apprenticeship Training Division has worked with industry representatives, training providers, other regulators (Department of Environment and Labour), and those companies who will distribute natural gas, to develop Trade Regulations, certification requirements, and training plans. Trade Regulations were made effective through Order-in-Council February 3, 1999.

Training is currently in place at Akerley Campus of the Nova Scotia Community College for Gas Fitters at the pre-employment level. Upgrade training is also available for Gas Fitter III, Gas Fitter II, and Gas Fitter candidates. Multiple choice certification examinations have been developed and are available for all 3 levels of Gas Fitters, as well as practical examinations for Gas Fitter III and Gas Fitter II. By March 31, 2001, eighty nine (89) Gas Fitter 3, forty (40) Gas Fitter 2, and one (1) Gas Fitter 1 Certificates of Qualifications had been issued.

## Welder (Level "A") Alternate Training

A number of Level "A" Welders employed at the A. F. Theriault and Son Shipyard in Meteghan River, Digby County, were concerned that training was only available in the traditional five-week format in the Halifax area. It was not feasible for the employer to release all eligible apprentices for training at the same time as this would adversely affect production in a very busy shipyard. Arrangements were made to offer this training in the local area in an evening course format. Clients working with other employers agreed that this would be the best option for them as well.

NSCC Burridge Campus was selected as the ideal location for this training. The Campus has a modern, fully equipped welding shop offering pre-employment training. The Community Education and Training Officer was interested in working with the Apprenticeship Training Division to offer Welder training to apprenticeship standards. The pre-employment Instructor agreed to teach the part-time program. A proposal was submitted and accepted by the Division.

Fourteen clients were identified as potential course participants. All fourteen were sent application forms and notices of the course dates. Eleven registered for the program which began on September 28, 2000. Nine participants completed training and wrote the Level "A" examinations on February 24, 2001; six obtained Certification in March 2001. The remaining participants are expected to obtain Certification later in 2001.

## Apprenticeship Provincial Examination Development

During the year, the following progress examinations were developed and validated.

| Provincial Examination Development | |
|---|---|
| **Trade/Occupations** | **Exams** |
| Gas Fitter, Level 1 | Written |
| Gas Fitter, Level 2 | Practical |
| Gas Fitter Level 3 | Revisions |
| Powerline Tech, Level 2 | Written |
| Sprinkler Fitter, Level 2 | Written |
| Steel Fabricator, Level 3 | Written |

## Curriculum Training Standards

In response to industry requests, apprenticeship training programs have been redesigned to provide more flexibility and accessibility to accommodate the needs of employers and apprentices. Most apprenticeship training programs are now offered in a course-based format that is easily adaptable to delivery in the classroom or through the Internet. Course-ending examinations will conform to Interprovincial standards and will provide more intensive assessment mechanisms to prepare apprentices for their final certification examinations. The industry developed occupational analyses are the base documents used in the development and renewal of apprenticeship curriculum training standards.

- The development, review and validation of all apprenticeship training standards was undertaken for existing and new apprenticeship occupations in Nova Scotia.
- A joint Atlantic Provinces initiative in the development and review of common curriculum training standards creates cost efficiencies, optimizes the use of resources and promotes mobility for clients.
- Through contract with the Nova Scotia Community College and the University College of Cape Breton, curriculum is being adjusted and learning materials are being developed to reflect the outcomes of the Atlantic Provinces common curriculum standards.
- A move to course-based training provides clients and employers more access and more choices in training (ie, Internet, part-time studies) and provides greater accessibility for Improvers and Trade Qualifiers to receive specific training or upgrading.

All training standards are intended to be reviewed and updated regularly to reflect current and relevant skills within industry. Apprenticeship stakeholders participate in the review and updating of all curriculum training standards.

By December 2002, curriculum training standards will be developed and/or refreshed in all apprenticeship training programs.

## Curriculum Development and Validation

Nova Scotia has 53 designated trades, of which 44 carry Interprovincial Red Seal status. This means that each of these 44 trades has gained a common acceptance across Canada and a list of commonly accepted skills have been identified within these trades. This identification is very clearly defined in a National Occupational Analysis for each Red Seal Trade.

In the development and renewal of apprenticeship curriculum standards and examinations, the National Occupational Analysis is the base document for the definition of program outcomes and skills requirements. During the year, curriculum development/renewal continued in 30 apprenticeship programs. See table below.

| Trade | Initiative / Distribution Date | Curriculum Development | Validation Complete |
|---|---|---|---|
| Automotive Service Technician | Atlantic - June 30/00 | ✔ | ✔ |
| Bricklayer | Atlantic - Mar 31/01 | In Progress | |
| Cabinetmaker | Atlantic - Aug 31/01 | In Progress | |
| Carpenter | National - Dec 31/99 | ✔ | ✔ |
| | Atlantic - Dec 31/00 | In Progress | |
| Construction Electrician | Atlantic - June 30/00 | ✔ | ✔ |
| Cook | Atlantic - Oct 31/99 | ✔ | ✔ |
| Gas Fitter (Level 3) | Provincial - June 30/00 | ✔ | ✔ |
| Gas Fitter (Level 2) | Provincial - Sept 30/00 | ✔ | ✔ |
| Gas Fitter (Level 1) | Provincial - Oct 31/00 | ✔ | ✔ |
| Heavy Duty Equipment Mechanic | Atlantic - June 30/00 | ✔ | ✔ |
| Industrial Electrician | Atlantic - June 30/00 | ✔ | ✔ |
| Industrial Instrumentation | Atlantic - Mar 31/01 | In Progress | |
| Industrial Mechanic (Millwright) | Atlantic - Aug 31/00 | ✔ | ✔ |
| Ironworker (Generalist) | Atlantic - Mar 31/01 | ✔ | ✔ |
| Machinist | Atlantic - Sept 30/00 | ✔ | ✔ |
| Motor Vehicle Body Repairer | Atlantic - Mar 31/00 | ✔ | ✔ |
| Oil Burner Mechanic | Atlantic - Oct 31/00 | ✔ | ✔ |
| Painter and Decorator | Atlantic - Feb 28/01 | In Progress | |
| Plumber | Atlantic - June 30/00 | ✔ | ✔ |
| Powerline Technician | Provincial - Jan 30/01 | In Progress | |
| Refrigeration & Air Conditioning | Atlantic - Mar 31/01 | In Progress | |
| Refrigeration Plant Operator | Provincial - May 31/98 | ✔ | ✔ |

| | | | |
|---|---|---|---|
| Stationary Engineer 4th Class | Provincial - May 31/98 | ✔ | ✔ |
| Stationary Engineer 3rd Class | Provincial - Nov 30/98 | ✔ | ✔ |
| Stationary Engineer 2nd Class | Provincial - Sept 30/00 | ✔ | ✔ |
| Sheet Metal Worker | Atlantic - Mar 31/01 | In Progress | |
| Steamfitter-Pipefitter | Atlantic - Sept 30/00 | ✔ | ✔ |
| Steel Fabricator (Fitter) | Atlantic - Sept 30/00 | ✔ | ✔ |
| Truck and Transport Mechanic | Atlantic - June 30/00 | ✔ | ✔ |
| Welder | Atlantic - Sept 30/00 | ✔ | ✔ |

## Enforcement

The Nova Scotia Department of Education, Apprenticeship Training Division actively fosters and builds partnerships with Nova Scotia Industry to assist with the certification process and to ensure compliance with the *Apprenticeship and Trades Qualifications Act* and its attendant regulations. The Enforcement Section of the Division has adopted a strategy of educational awareness, guidance, and support to meet its goal of ensuring compliance with the Act. To support this initiative, the Division selected the comprehensive compliance audit as the most effective method to determine, monitor, and ensure compliance. The audit process clearly identifies the compliance status of a business. If the audit determines a business is not compliant with the statute, then the Enforcement Section can recommend remedial action, offer assistance to ensure compliance with the Act and fulfill the Enforcement Section's responsibilities. This inclusiveness builds enduring partnerships. The Section identifies significant well-recognized industry organizations based on the following criteria: locations, static in nature, widely spread throughout the province; large number of employees; and, highly recognized public profile. Canadian Tire Corporation (CTC) Auto Service Centres were an excellent fit with the criteria and were selected for the Section's first compliance audit.

The Apprenticeship Training Division, Enforcement Section, reports that as of March 2, 2001 all 20 CTC Auto Service Centres located in the Province of Nova Scotia were in compliance with the *Apprenticeship and Trades Qualifications Act* and General Regulations. The Enforcement Section will continue to monitor to ensure continued compliance and support the efforts of the CTC Auto Service Centres.

The Enforcement Section is confident in the process and intends to expand it to cover the remaining businesses in the automotive service/repair industry. With recommended improvements the process should prove more effective, allowing the Enforcement Section to undertake simultaneous certification audits. Statistical data gleaned from the process will be consolidated on (2) master charts showing initial findings and outcomes.

## Policy Review Committee

The need to review and revise the Policy Manual of the Apprenticeship Training Division was identified early in 1998. A committee of Industrial Training and Certification Officers was established to work with the Director. All thirty-nine policies of the Division and a revision plan was developed.

The Committee has now reviewed and revised all policies of the Division. Eleven of the original policies were combined with others or eliminated from the Manual. Three new policies were added. A new Policy and Procedures Manual was implemented in July, 2001. The Manual grouped like policies into subsections and added sections for the appropriate Division documents and procedures.

## Record of Occupational Progress Books (Logbooks)

The Atlantic Apprenticeship Council, which consists of both the Atlantic Directors of Apprenticeship and Apprenticeship Board Chairs, has initiated in the development of common Record of Occupational Progress Books.

This joint initiative provides easier mobility for apprentices who travel within the Atlantic Provinces in their chosen occupations and ensures alignment with current training standards. The updated Books track on-the-job hours and technical training, along with required practical skills. The industry developed occupational analysis is the base document for the definition of practical skills included in all Record of Occupational Progress Books.

To date, Record of Occupational Progress books have been printed and distributed in the following apprenticeship programs:

- Automotive Service Technician and AST (Service Station Mechanic)
- Construction Electrician
- Heavy Duty Equipment Technician
- Ironworker (Generalist)
- Machinist
- Oil Burner Mechanic
- Truck and Transport Mechanic

By August 2001, Record of Occupational Progress books will be printed and distributed in the following apprenticeship programs:

- Carpenter
- Cook
- Industrial Electrician
- Industrial Mechanic (Millwright)
- Motor Vehicle Body Repairer (Metal and Paint)
- Plumber
- Steamfitter-Pipefitter

## Public Relations Activities

A number of initiatives were undertaken to strengthen the profile of the Apprenticeship Program and increase public awareness:

***The Apprenticeship Calendar and the Training and Examination Schedule*** were distributed to apprentices, their employers, trade unions, schools, and colleges.

Promotional Events - The following is a partial list of public relations events in which the Apprenticeship Training Division participated.

- Park View Education Centre, Presentation
- Sir John A Macdonald High School, Presentation
- NSCC Kingstec Campus, Open House, Information Booth
- Cole Harbour High School, Presentation
- NSCC Strait Area Campus, Information Booth and Presentation
- Bridgewater Junior-Senior High School, Information Booth and Presentation
- Millwood High School, Information Booth and Presentation
- NSCC Cumberland Campus Open House, Information Booth
- Dartmouth High School, Information Booth
- NSCC IT Campus, College Week, Information Booth and Presentation
- Homeschooling Association, Information Booth and Presentation
- Halifax Regional Municipality Learning Expo, Information Booth
- BC Automotive Training, Presentation
- Cobequid Education Centre, Information Booth and Presentation
- Chignecto-Central Regional School Board, Information Booth and Presentation
- Nova Scotia School Counsellors Association Conference, Information Booth
- Antigonish Career Resource Centre "Take on Your Future" Career Fair
- Memorial Composite High School Trade Show, Information Booth
- UCCB Trades Department, Presentation to UCCB Students

**Apprenticeship/NSCC Joint Presentations to NSCC Students:**

- Akerley Campus
- Cumberland Campus
- IT Campus
- Kingstec Campus
- Lunenburg Campus
- Marconi Campus
- Pictou Campus
- Shelburne Campus
- Strait Area Campus
- Yarmouth Campus

***Toll Free Telephone Line***

The Apprenticeship Training Division has a toll free telephone number, 1-800-494-5651. This number can be accessed from anywhere within Nova Scotia.

***Website***

The Apprenticeship Training Division is on the World Wide Web. Visit our site at (**http://www.ednet.ns.ca/educ/apprenticeship**). In addition, general inquiries can be made through our e-mail address at (**apprenticeship@gov.ns.ca**).

## Skills Canada – Nova Scotia

Skills Canada – Nova Scotia was established as a not-for-profit organization in 1998 with the purpose of encouraging young people to choose careers in trades and technologies. It is a partnership of government, labour organizations, business, educators, and students that is devoted to promoting and enhancing the value of professional trade and technical skills in youth. The Apprenticeship Training Division of the Department of Education played an integral role in the success of Skills Canada – Nova Scotia as a Gold Sponsor for the 3rd Annual Skills Competition and Career Showcase. The Skills Competition promotes and recognizes the excellence of Nova Scotia apprentices, post-secondary and secondary students, their educators, and learning institutions. The 2001 Competition involved over 100 industry members in the contest development and evaluation process. This ensured that the competition tested the skills required in today's workforce, and also offered students the opportunity to network with potential employers. Winners from the 2001 Provincial Skills Competition advanced to the Canadian Skills Competition in Edmonton, Alberta, from May 31 to June 3, 2001.

A team of 27 young people, including 13 from apprenticeship trades competed nationally in areas such as machining, plumbing, refrigeration, and auto service. Ten national medals were awarded to Nova Scotia in Carpentry, Culinary Arts, Architectural and Mechanical Drafting, TV Video Production, Precision Machining and Worksite Safety.

Due to the increase in industry, government, and education support this past year more than 3000 youth were directly reached with the Skills Canada message. Skills also piloted a new project - Young Women's Conferences. These are one-day conferences held to encourage grade 9 girls to explore the trades and technologies as possible career options. They have been a tremendous success so far and it is intended to expand them across the province in the next year.

A new initiative of Skills Canada - Nova Scotia is youth conferences for equity groups.

## Techsploration

Historically, women are often overlooked as a source of skilled trades workers. Trades and technology related apprenticeship programs attract few women. However, research indicates, the pool of new entrants to apprenticeship is not expected to meet the needs of Canada's growing economy. Attracting more women and members of designated equity groups to meet the demand must be an imperative for Nova Scotia to remain competitive on a global level.

Techsploration will help accomplish this goal by providing young women exposure to a wide range of career options in skilled trades and technology. The Apprenticeship Training Division partnered with the Nova Scotia Community College, Women in Trades and Technology National Network, Strait Regional School Board, Halifax Regional School Board and Waycobah Board of Education, to develop and deliver Techsploration. Piloted in 1998, and delivered for the past three years, this Program has been successful with teams of young women from diverse cultural backgrounds and different academic levels. There is a need to expand participation to other areas of the province.

The benefits of Techsploration are:

- Introduces female students to in-demand trades and technologies careers.
- Increases girls' knowledge of how to research a technology or trades career.
- Demonstrates the value for girls to take science, math, technology and trades courses to keep all career options open.
- Highlights the importance of career planning and how career choices affect one's future.
- Provides positive interactions with female role models working or training in trades and technology careers.
- Introduces girls to skills related trades and technology work through hands-on activities.
- Encourages the use of female role models in career exploration and planning programs.
- Increases girls' knowledge of apprenticeship programs and other post-secondary training opportunities.

Participation and support comes from 14 industry partners who identified the need to diversify and proactively respond to pending skills shortages. The Program acts as a catalyst for ongoing community partnerships between teachers, parents, female role models, training providers, educators, school boards, First Nation boards of education, businesses, unions, government, and associations. It stimulates discussion about trades and technology careers for girls in school, home, and in the community.

## Apprenticeship Training Division – Human Resources

The staffing complement of the Apprenticeship Training Division is 26 full-time equivalent positions as shown in the organizational chart on page 4. The Division is structured in four sections with distinct, yet interrelated responsibilities.

**Support Services** - responsible for providing administration and support to the Division including clerical, records management, financial and accounting, research and statistical information services.

**Client Services** - responsible for developing, maintaining, and administering examinations, registering apprenticeship agreements, providing advice and counselling to apprentices and employers, establishing training plans with clients, and monitoring work places to ensure skills are being acquired in the work environment. The Client Services section has adopted a client-centered approach to work cooperatively and collaboratively with Nova Scotia industry.

**Enforcement** - responsible to ensure industry and its workers are in compliance with the *Apprenticeship and Trades Qualifications Act* and its attendant regulations. Compliance with the Act is accomplished through a process of public education. Enforcement Officers work with employers and employees to achieve compliance.

**Program Services** - This section of the Apprenticeship Training Division is responsible for developing and implementing an accreditation/credit process, coordinating the development of curricula and examinations for each of Nova Scotia's apprenticeship programs, and liaising with industry to validate training materials. The section also links with apprenticeship partners in Atlantic Canada to harmonize training standards and outcomes. This is a key area where the Apprenticeship Training Division must allocate additional resources to ensure continued growth and efficiencies for the Apprenticeship Program.

**Apprenticeship Training Division staff are located at the central office in Halifax and in regional offices in Sydney, Truro and Yarmouth. See list of employees on page 34.**

# List of Employees

## Halifax Office:

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McGrath, Carolyn - Secretary

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**Client Services Supervisor**
Nicholson, Leslee

**Industrial Training & Certification Officers**
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Christian, Blair
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**Frequently Asked Questions**

## What is Apprenticeship?

Apprenticeship is an agreement between an apprentice, an employer, and the Department of Education and Culture, Apprenticeship Training Division in which an apprentice agrees to work for an employer for a specific length of time in exchange for extensive, supervised on-the-job skills training (practical) and technical training (theory). This provides apprentices the opportunity to earn while they learn. The term of apprenticeship is usually three or four years. Successful completion of the program earns a Certificate of Qualification which recognizes the tradesperson as a skilled journeyperson.

## Why is Apprenticeship important?

Apprenticeship is considered the most effective form of occupational training. It combines up-to-date technical training with practical hands on experience to provide apprentices with excellent employment opportunities to enhance the province's economy.

## How do you become an apprentice?

To register as an apprentice, you must be employed in the occupation for a 90 day probationary period and then sign an agreement with your employer and the Nova Scotia government. This agreement outlines the terms of your apprenticeship and the responsibilities of the apprentice and employer.

## What are apprentices paid?

Apprentices earn 40 to 90 percent of the current journeyperson wage rate. Wages increase as each stage of development is successfully completed. These wages are governed by Trade Regulations for each occupation.

## What are the qualifications needed to become an apprentice?

To register as an apprentice in the province of Nova Scotia, you must have successfully completed grade 12 or the equivalent and have an employer who is willing to train you in accordance with the Apprenticeship Agreement.

## What is a designated trade?

A designated trade is a trade/occupation regulated by the Nova Scotia *Apprenticeship and Trades Qualifications Act and General Regulations.* The Act provides for formal apprenticeship training and the issuing of Certificates of Qualification to those who earn journeyperson status.

## How many trades are designated in Nova Scotia?

There are 52 designated trades in the Province of Nova Scotia. See Appendix 1, page 36. Current statistics show that there are 3806 apprentices actively participating in the Apprenticeship Program.

## What is Compulsory Certification?

Trades are compulsory certified for reasons of personal and public safety, and for the protection of the environment. Those employed in a compulsory certified trade must hold a current Certificate of Qualification recognized by the Province of Nova Scotia, or a Certificate of Qualification from another jurisdiction with the Interprovincial Red Seal affixed, or be a registered apprentice, or a registered improver in the Province of Nova Scotia in order to work in the occupation.

## What is the Interprovincial Standards Red Seal Program?

The "Red Seal" Program provides qualified tradespersons the opportunity to practice their trade in any province or territory of Canada where the trade is designated without having to write further examinations. It was established in 1958 to provide greater mobility across Canada for skilled workers. Certified journeypersons are able to obtain a "Red Seal" endorsement on the Certificate of Qualification by successfully completing an interprovincial examination.

## Client Profile

The clients we serve are numerous and diverse. They include the following:

**Apprentice** - A person who is employed in a designated trade/occupation under an agreement with an employer and the Department of Education, Apprenticeship Training Division. The apprentice agrees to work for the employer in exchange for extensive, supervised, on-the-job experience and technical training. A Certificate of Apprenticeship and a Certificate of Qualification are awarded to the apprentice when the certification examination is successfully completed at the end of the training.

**Improver** - A person who is currently employed in an occupation and through prior learning requires less than the full term of apprenticeship to acquire certification.

**Trade Qualifier** - A non-apprentice who may be eligible to challenge the certification examination if they meet the criteria as stated in Section 19 of the General Regulations under the *Apprenticeship and Trades Qualifications Act.* These applicants must supply references from two certified journeypersons and have their applications approved through a committee.

**Pre-Employment Graduate** - A graduate from an approved post-secondary pre-employment program who wishes to register as an apprentice receives apprenticeship credit based on the successful completion of the pre-employment program.

**Certificate of Qualification Holder** - A tradesperson who currently holds a Certificate of Qualification in one of the 52 designated trades.

**Employers** - Business and industry partners who have entered into an agreement with an apprentice and the Province of Nova Scotia to provide on-the-job skills training (practical).

**Organizations** - The Apprenticeship Training Division works with a variety of organizations to develop apprenticeship training programs, skills upgrading programs, Trade Regulations, and examinations. These organizations include both organized labour and those working in a non-union environment.

**Journeyperson** - A person who has acquired the knowledge and skills in a trade, occupation or craft as attested to by a provincial or territorial authority.

## In Closing

### The Future

The Apprenticeship Program will continue to improve and expand in response to the needs of Nova Scotia business and labour. The Program will remain strong through the commitment of public and private partners. The Apprenticeship Training Division will continue to seek innovative approaches to better serve the needs of its clients and provide options for their training. Partnerships within Nova Scotia, and interprovincial and international cooperative efforts will assist the Program to grow and prosper for the future.

# Appendix 1

**Trades Designated under the *Apprenticeship and Trades Qualification Act*, as of March 31, 2000**

Check marks (✓) indicate that certification is compulsory.
* indicates a Red Seal Occupation.
Journeypersons with Red Seal certification can work across provincial borders without further examination.

Alarm and Security Technician
*Appliance Service Technician
*Automotive Painter
*Automotive Service Technician ✓
Automotive Service Technician - Service Station Mechanic ✓
*Baker
*Boilermaker
*Bricklayer ✓
*Cabinet Maker
*Carpenter
*Concrete Finisher
*Construction Electrician ✓
*Cook
*Electronic Motor System Technician
*Electronics Technician - Consumer Products
*Farm Equipment Mechanic
*Floorcovering Installer
Gas Fitter
*Glazier
*Hairstylist
*Heavy Duty Equipment Technician
*Industrial Electrician
*Industrial Instrument Mechanic
*Industrial Mechanic (Millwright)
*Insulator (Heat and Frost)
*Ironworker (Generalist)
*Lather (Interior Systems Mechanic)
Locksmith
*Machinist
Marine Fitter
*Metal Fabricator (Fitter)
Mine Electrician
Mine Mechanic
*Mobile Crane Operator
*Motorcycle Mechanic
*Motor Vehicle Body Repairer - (Metal and Paint)
*Oil Burner Mechanic ✓
*Painter and Decorator
*Partsperson
*Plumber ✓
*Powerline Technician
*Recreation Vehicle Service Technicia
*Refrigeration and Air Conditioning Mechanic ✓
Restoration Stone Mason
*Roofer
*Sheet Metal Worker
*Sprinkler System Installer
Stationary Engineer
*Steamfitter/Pipefitter
*Tool and Die Maker
*Truck-Trailer Repairer
*Truck and Transport Mechanic ✓
*Welder